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## **Financial Aid Professionals (IFAP) Conversion**

### ***IFAP Forms & Views Details***

Version 1.1 - last updated 06/12/2000

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## 1. Database Forms and Views

Each Lotus Notes database possesses a series of forms and views, which are accessible externally via web browsers and internally via Lotus Notes, granted appropriate ACL access. The following documents each form layout, form content, and views currently used within the Lotus Notes database.

### 1.1 Common forms and fields for all Databases

Every form in each database, excluding the Common Elements database, contains the following:

#### **ProgramTopic Listings Field {Hidden Field}**

This field contains the program and topic value combination(s) for a document. This is a text field which is populated when a new program and topic value combination is entered into the Subject Detail subform. Values will be of the format : [Program1] \ [Topic1] ; [Program2] \ [Topic2].

#### **SubForm Name : Subject Detail Subform**

The Subject Detail Subform, which is to appear at the top of a form, is only visible internally within Lotus Notes when the document is being created or in edit mode. The entire contents of this form are to be displayed in a non-editable section. Users populate and modify the fields in this subform through the use of a popup window; therefore, users cannot edit the subform. This subform is a collection of the following fields :

- Program Field - This field contains the name of the SFA program which the document references. This is a text field.
- Topic Field- This field contains the name of topic under a known SFA program which the document references. A topic is a further refinement of a particular program issue. This is a text field.

#### **Subject Detail SubForm Action Bar Item : Program Topic Button (excluding Common Elements Database)**

This button appears on the action bar for the subject detail subform. This button allows the user to populate and modify the contents of the Subject Detail subform. The button is visible when documents are new or in edit mode. This button is not visible to web clients.

#### **Form Name : ProgramTopic**

It displays to users in a pop-up window when the Program/Topic Action Bar button is clicked. It is through this window that users select Program and Topic combinations with which a particular document is associated.

#### **SubForm Name : Posting Detail Subform**

The Posting Detail Subform is placed at the bottom of a form, is only visible internally within Lotus Notes. The entire contents of this form are to be displayed in a non-editable section. This subform is a collection of the following fields :

- Posted By Field - This field contains the name of the editor responsible for making the document available via Lotus Notes. This field is to be visible internally (not via a web browser) only. This is a text field which Lotus Notes populates based upon the common name of the current user id. For location of this field, reference the particular form layout for the database in question. This field will not be editable at all.

- Posted Date Field- This field contains the timestamp for when the document became available via Lotus Notes. This field is to be visible internally (not via a web browser) only. This is a date and time field which Lotus Notes populates based upon the common name of the current user id. For location of this field, reference the particular form layout for the database in question. This field will not be editable at all. This field will display as a calendar date in long format (e.g., January 27, 1994).

**View Action Bar Item : Exit Action Button  
(excluding Common Elements Database)**

This button closes the current window. This button is not visible to web clients.

**View Action Bar Item : Edit Document Action Button  
(excluding Common Elements Database)**

This button opens the currently selected document in edit mode. The visibility of this document is based on having the appropriate access to the database. This button is not visible to web clients.

**View Action Bar Item : Create Document Action Button  
(excluding Common Elements Database)**

This button composes a new document in the database. In instances where a document can be created by more than one form, a popup box will be displayed for the user to select which form to use. The visibility of this document is based on having the appropriate access to the database. This button is not visible to web clients.

**View Action Item : Delete Document Action Button  
(excluding Common Elements Database)**

This button deletes the selected document(s) in the database. The visibility of this document is based on having the appropriate access to the database. This button is not visible to web clients.

1.2 Accrediting Agencies Database Forms and Views

**Form Name : Accrediting Agencies**

In addition to any common form field definitions, the Accrediting Agencies form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document. This is date/time field which users populate upon creating or editing a document. This field is only displayable on documents which are new or are being edited.
- PublicationDateForDisplay - This field contains the contents of the publication date field. The field displays in the format Mmmm CCYY (e.g., January 1993). This field is only visible when a document is not being newly created or edited.
- Section Order - This field orders the section. Default is 1.
- Section - This field contains the section name to which the document belongs. This is a text field which the user populates upon document creation.
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Publication Date**

This is a collection of all Accrediting Agencies ("Nationally Recognized Accrediting Agencies") documents for a particular publication date. The view should display as follows:

<u>Column 1</u> {Hidden}	<u>Column 1</u>	<u>Column 2</u>
PublicationDate	Publication Date	Section

- descending (Month and Year) - categorized, descending - ascending

### 1.3 Announcements Database Forms and Views

#### **Form Name : Announcements**

In addition to any common form field definitions, the Announcements form is comprised of the following fields:

- Publication Date - This field contains the document publication date. This is a date and time field which the user will populate. This field is visible upon document creation or editing a document.
- PublicationDateForDisplay - This field displays the contents of the PublicationDate field as a calendar date in long format (e.g., January 27, 1994).
- Author - This field contains the title of the document author. The system user/editor is not the document author. The user will populate this field from a fixed list of values. Valid Values are :

ODAS – Office of the Deputy Assistant Secretary, SFA
PSS – Program Systems Service
AFMS - Accounting and Financial Management Service
IPOS - Institutional Participation and Oversight Service
GLOS - Guaranty Lender Oversight Service
DCS - Debt Collection Service
DLTF - Direct Loan Task Force
COO - Chief Operating Officer of the Office of Student Financial Assistance
Direct Consolidation Loan Program
General Manager: SFA Financial Partner Channel
General Manager: SFA School Channel
General Manager: SFA Student Channel
PPI - Program Policy Initiatives
OPE - Office of the Assistant Secretary for OPE
PDD - Policy Development Division/PTAS
TIV/WAN - Title IV Wan Customer Service
CPS - Central Processing System (CPS)
NSLDS - National Student Loan Data System
CSB - SFA Customer Support Branch

- Summary Field - This field contains the summary of the Announcements content. This is an editable text field. The user populates this field by entering a stream of text. For the location of this field, reference the form layout for the Announcements database.
- Body Of Text Field - This field contains the contents of the entire Announcement. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

#### **View Name : Recent Announcements**

This is a collection of all announcement documents which contain a publication date within 30 days of the current system date. The view should display as follows:

<u>Column 1</u> {Hidden}	<u>Column 1</u>	<u>Column 2</u>
PublicationDate	Publication Date	Summary
	(Month and Date)	
- descending	- descending order	

**View Name : By Date**

This is a collection of all Announcement documents. The view should display as follows:

<u>Column 1</u>	<u>Column 2 {Hidden}</u>	<u>Column 2</u>	<u>Column 3</u>
Year (from Publication Date)	Publication Date	Month/Day (from Publication Date)	Summary
- descending, collapsed	- descending	- descending, collapsed.	

**By Subject and Content Area****By Searching thru all documents**

## 1.4 Audit Guide Database Forms and Views

**Form Name : Audit Guide**

In addition to any common form field definitions, the Audit Guide form is comprised of the following fields:

- Audit Guide Type - This field contains the type of the document. Valid values are :

Audit Guide for Lenders
Audit Guide for Schools

- Publication Date - This field contains the publication date of the document (month and year only.) The field should display in long date format : Mmmm, YYYY.
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number and title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format : (I, II, III - n) -- XXXXXX (e.g., III). There were also be values such as "Contents," "Introduction" and "Appendix"
- Section Title - Title of Section.
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Audit Guide Type (values: Audit Guide for Schools; Audit Guide for Lenders)**

This is a collection of all Audit Guide documents for a particular Audit Guide Type. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
Publication Date	Section
- descending, collapsed	ascending, collapsed

## 1.5 The Blue Book Database Forms and Views

**Form Name : Blue Book**

In addition to any common form field definitions, the Blue Book form is comprised of the following fields:

- Publication Date- This field contains the publication date of the document (month and year only.) The field should display in long date format : Mmmm, YYYY.
- Chapter Order - This field orders the Chapter. Default is 1.
- Chapter Number - This field contains the chapter number and chapter title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format : (1-n) -- Xxxxxx (e.g., 1 -- Student Eligibility). Values also include "Contents," "Introduction," "Appendix," "Index"
- Chapter Title – Description of Chapter
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number and section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) -- Xxxxxx (e.g., 1 -- Non-Campus-Based Program Reporting).
- Section Title – Description of Section
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : By Publication Date (e.g., July, 1995 )**

This is a collection of all Blue Book documents. The view should display as follows :

<u>Column 1</u>	<u>Column 1</u>	<u>Column 2</u>
PublicationDate	Chapter	Section
- descending, collapsed	- ascending, collapsed	

1.6 Common Elements Database Forms and Views

**Form Name : Citations {Internal Use Only}**

Documents created by this form are only to be visible by internal Lotus Notes users which possess appropriate ACL access (i.e., Manager, Designer). Only Lotus Notes agents possess the ability to create documents with this form. Documents created with this form are not to be viewed from the web.

- As Of Date - This field contains the "as of" date of the citation's document. This is a date/time field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Part - This field contains Part number or Part Letter depending on the value in the Citation Type Field. If the Citation Type field has a "1" value then this field will contain the Part letter (e.g., "A", "B"). Otherwise this field will contain a Part number (e.g., 86, 693). This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Part Title - This field contains the title associated with the Part. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- SubPart - This field contains the subpart associated with a Regulation Compilations document. This field will only be populated if the Citation Type field does not possess a value of "1". This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Subpart Title - This field contains the title associated with the subpart. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.



- Section - This field contains the section number of a document citation. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Section Title - This field contains the title associated with the Section. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Subsection - This field contains the subsection letter of a document citation. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Paragraph - This field contains the paragraph number of a document citation. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation or Higher Education Act document is created.
- Subparagraph - This field contains the subparagraph of a document citation. If the Citation Type field has a "1" value then this field will contain the subparagraph uppercase letter (e.g., "A", "B"). Otherwise this field will contain a lowercase roman numeral (e.g., ii, ix). This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Division - This field contains the division of a document citation. If the Citation Type field has a "1" value then this field will contain the division lowercase roman numeral (e.g., i, vii). Otherwise this field will contain an uppercase letter (e.g., "A", "J"). This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Clause - This field contains the clause of a document citation. If the Citation Type field has a "1" value then this field will contain the subparagraph uppercase roman numeral (e.g., III, IX). Otherwise this field will contain a number (e.g., 2, 3). This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education Act document is created.
- Citation Type - This field contains a number which indicates whether the citation refers to a Higher Education Act document or a Regulations Compilations document. This is a keyword field with the following values:

Regulation Compilation
Higher Education Act

The default value is "Regulation Compilation". Lotus Notes agents populate this field when a Regulation Compilation document or a Higher Education document is created.

- Internal Citation Field - This field contains the internal citation representation for the specified document citation. This is a text field which is populated by Lotus Notes agents when a Regulation Compilation document or Higher Education document is created.
- Citation Lookup Flag - This field denotes whether this citation exists as a document or is for the purpose of reference. This is a keyword field with the following values :

Valid Citation
Reference

The default value is "Valid Citation". Lotus Notes agents populate this field when a Regulation Compilation document or a Higher Education document is created; or, when a citation document for the purposes of reference is created.

- Referenced Citation Document Field - This field contains the unique document ID of the Regulation Compilation or Higher Education Act document to which the document citation refers. Lotus Notes agents populate this text field when a Regulation Compilation document or a Higher Education document is created.
- Update Federal Registers - This field contains the unique document ID's of Federal Register documents which reference this citation. Lotus Notes agents populate this text field when a Federal Register document(s) reference this citation.

**Form Name : ProgramTopic Form {Internal Use Only}**

Documents created by this form are only to be visible by internal Lotus Notes users which possess appropriate ACL access (i.e., Manager, Designer). Only Lotus Notes agents possess the ability to create documents with this form. Documents created with this form are not to be viewed from the web.

- Program - This field contains the program name with which a document can be associated. This is a text field which is populated by Lotus Notes agents when a ProgramTopic form is created or modified.
- Topic - This field contains the topic under a particular program with which a document can be associated. This is a text field which is populated by Lotus Notes agents when a ProgramTopic form is created or modified.
- Link Flag - The contents of this field indicates whether a ProgramTopic document possess links to other documents. This is a keyword field with the values :

"Yes"
"No"

The default value is "Yes".

- Link Body - This field contains the link(s) to documents which possess the same program and topic field combination as the ProgramTopic document. This is a text field which is populated by Lotus Notes agents.
- Reference Flag - The contents of this field indicates whether the ProgramTopic document is used for application reference (for lookups) or possesses document links. Valid Values are :

Link
Reference

The default value is "Link".

### Form Name : Modify ProgramTopic Form

Users with the appropriate ACL access role (i.e., [ProgramTopic Editor]) use this form to modify the Program and Topic combination lists which all of the databases reference.

**\*\* Please Note \*\***

The application is to be initialized with the following Program and Topic combinations to facilitate programmatic lookup. The Program and Topic combinations must be created (entered into the application) using the Modify ProgramTopic Form. The current listings as of this writing can be found in "IFAP Program and Topic Table" reference document.

- Program - This field contains the program name with which a document can be associated. This is a text field which the user populates from a fixed list of values obtained from the "(Reference \ ProgramTopic View)".
- Topic - This field contains the topic under a particular program with which a document can be associated. This is a text field which the user populates from a fixed list of values obtained from the "(Reference \ ProgramTopic View)".
- SaveOptions - This computed numeric field contains the value of "0" which indicates that documents created by the Modify ProgramTopic form are never to be saved.

### Modify ProgramTopic Form: Add

This button creates a ProgramTopic document with a new Program and Topic combination for reference by other databases.

### Modify ProgramTopic Form: Edit

This button edits an existing Program and Topic combination values. Change in the combination values is propagated throughout all of the effected documents.

### Modify ProgramTopic Form: Delete

This button deletes an existing Program and Topic combination. The combination values in all documents which possess the same combination.

**Modify ProgramTopic Form: Exit**

This button closes the form.

## 1.7 Counselor's Handbook Database Forms and Views

**Form Name : Counselor's Handbook**

In addition to any common form field definitions, the Counselor's Handbooks form is comprised of the following fields:

- Edition - This field contains the type of Counselor's Handbook. There are two possible values to this field:

Postsecondary
High School

- Award Year - This field contains the valid school year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Part Order - This field orders the section. Default is 1.
- Part Title - This field contains the part title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format :XXXXXX ( Student Eligibility).
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: XXXXXX (e.g., Maryland Students Only).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all Counselors' Handbooks documents for a particular award year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Edition	Part	Section
- Postsecondary above, High School below, collapsed	- categorized, ascending, collapsed	- ascending

## 1.8 Campus-Based Program Publications

**Form Name : Counselor's Handbook**

In addition to any common form field definitions, the Counselor's Handbooks form is comprised of the following fields:

- Publication Date - This field contains the document publication date. This is a date and time field which the user will populate. This field is visible upon document creation or editing a document.
- PublicationDateForDisplay - This field displays the contents of the PublicationDate field as a calendar date in long format (e.g., January 27, 1994).
 

FISAP Form/Instructions
Notification of Campus-Based Awards
Perkins Cohort Default Rate Booklet
Notifications

  - Award Year - This field contains the valid school year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Publication Type - This field contains the publication Type. There are four possible values to this field:

- FISAP Part - This field contains the FISAP type. There are four possible values to this field:

Instruction Booklet
Form
Coverletter
OSFA Contracts

- Part Order - This field contains the order number:
- Awards/Default Part -
- Notifications Subject -

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all Counselors' Handbooks documents for a particular award year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Edition	Part	Section
- Postsecondary above, High School below, collapsed	- categorized, ascending, collapsed	- ascending

1.9 Dear Colleague Letters/Action Letters Database Forms and Views

**Form Name : Dear Colleague Letter**

In addition to any common form field definitions, the Counselor's Handbooks form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document. This is a date/time field which Lotus Notes computes based on the value of the DCL Publication Date field (i.e., has the same value as the DCL Publication Date field). The field will be displayed only upon reading the document. The field should display in short date format : Mmmm YYYY.
- DCL ID - This field contains the Dear Colleague Letter (DCL) ID of the document. This is a text field which Lotus Notes computes based on an algorithm using values from the DCL Type field, DCL No field, and the DCL Publication Date field. The field will be

displayed only upon reading the document. The field display and contents is dictated by the following algorithm:

The DCL ID should display as:

{DCL Type Field} "-" { 2-Digit Year of the DCL Publication Date Field} "-"  
 {DCL Number Field} except where the DCL Type is "G", "L", or "S", the DCL  
 ID should display as;  
 {2-Digit Year of the DCL Publication Date Field} "-" {DCL Type Field} "-"  
 {DCL Number Field}

- **DCL Type** - This field contains the document type of the Dear Colleague Letter. This is a text field which the user populates from a fixed list of values. Valid values are : GEN, CB, ANN, L, P, S, G, POL, SPEC, SG, and SYS. This field will display only upon the creation and editing of a document.
- **DCL No** - This field contains the sequential number assigned within each document type. This is a text field which the user populates upon document creation. This field will display only upon the creation and editing of a document.
- **DCL Publication Date** - This field contains the document publication date. This is a date/time field which the user populates upon document creation. This field will display only upon the creation and editing of a document.
- **Action Letter Flag** - This field indicates whether a particular Dear Colleague Letter is also an Action Letter. This is a yes/no field which the user populates upon document creation.
- **Award Year** - This field contains the valid award year which pertains to the document. This text field is only visible and available for population when the Action Letter Flag field is set to "Yes". The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- **Action Letter Number** - This field contains the sequential number assigned to the Action Letter. This numeric field is only visible and available for population when the Action Letter Flag field is set to "Yes".
- **Summary Field** - This field contains the summary of the Dear Colleague Letter/Action Letter content. This is an editable text field. The user populates this field by entering a stream of text. For the location of this field, reference the form layout for the Dear Colleague Letters database.
- **Body Of Text Field** - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.
- **Attachments/Enclosures** - This field contains all attachments associated with the document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Recently Published Letters - [last thirty days]**

This is a collection of all recently published letters (all Dear Colleague Letters created in the last 30 days). The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
DCL_ID + (Publication Month) +	Summary
DCL Number	
- descending	

**View Name : DCL Specific Publication Year (e.g., 1995)**

This is a collection of all Dear Colleague Letters for a particular publication year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
DCL Type	DCL_ID + (Publication Month)	Summary

- categorized, collapsed, ascending  
- descending

**View Name : DCL Specific DCL Type (e.g., GEN)**

This is a collection of all Dear Colleague Letters documents with a particular DCL Type. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Publication Year	DCL_ID + (Publication Month)	Summary
- descending, collapsed	- descending	

**View Name : Action Letters Specific Award Year (e.g., 1996-97)**

This is a collection of all Action Letters (all Dear Colleague Letters where the Action Letter Flag value = "yes") for a particular award year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Action Letter No	DCL_ID + (Publication Month)	Summary
- descending		

**View Name : Dear Guaranty Agency Director / Disaster Letters**

This is a collection of all Disaster Letters (all Dear Colleague Letters where DCL Type = Disaster Letters). The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
DCL_ID + (Publication Month) + DCL Number	Summary
- descending	

1.10 Direct Loan Bulletins Database Forms and Views

**Form Name : Direct Loan Bulletins**

In addition to any common form field definitions, the Direct Loan Bulletins form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document. This is a date/time field. The field should display in long date format : Mmmm, YYYY. (Month and Date only)
- Bulletin ID - This field contains the Direct Loan Bulletin ID of the document. This is a text field which Lotus Notes computes based on an algorithm using values from the Bulletin No field, and the Publication Date field. The field will be displayed only upon reading the document. The field display and contents is dictated by the following algorithm:

The Bulletin ID should display as :

"DLB -" {2-Digit Year of the Publication Date Field} "-" {Bulletin No Field}

- Bulletin No - This field contains the sequential number assigned within each document type. This is a numeric field which the user populates upon document creation. This field will display only upon the creation and editing of a document.
- Summary Field - This field contains the summary of the document content. This is an editable text field. The user populates this field by entering a stream of text.
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

- Attachments/Enclosures - This field contains all attachments associated with the document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : DLB Specific Publication Year (e.g., 1995)**

This is a collection of all Direct Loan Bulletin documents for a particular publication year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
Bulletin_ID + (Publication Month)	Summary
- descending	

**1.11 Direct Loan Fact Sheet Database Forms and Views****Form Name : Direct Loan Fact Sheet**

In addition to any common form field definitions, the Direct Loan Fact Sheet form is comprised of the following fields:

- Publication Date {date and month optional} This field contains the document publication date. This is a date and time field which the user will populate. Upon editing, the field will accept values of the medium date format (e.g., 01/27/1994). Upon viewing, the field will display as a calendar long date format (e.g., January 27, 1994).
- Type - This field contains the type of the fact sheet. This is a text field, with two possible values:
  - Direct Loan Fact Sheets
  - Direct Consolidation Loan Fact Sheets
- Title - This field contains the title of the fact sheet. This is an editable text field. The user populates this field by entering a stream of text.
- Body Of Text Field - This field contains the contents of the entire Document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name: By Title**

This is a collection of all Direct Loan Fact Sheet documents organized by Type. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
Type	Title
- collapsed	

**1.12 Direct Loan Newsletters Database Forms and Views****Form Name : Direct Loan Newsletter**

In addition to any common form field definitions, the Direct Loan Newsletter form is comprised of the following fields:

- Volume - This field contains the number of the volume to which this document belongs. This is a numeric field which the user populates upon document creation. Values are numeric, in Roman numerals (I, II, III, ...n)
- Number - This field contains the number of the document within a volume. This is a numeric field which the user populates upon document creation. Values are numeric, (1, 2, 3, ...n)

- Date - This field contains the publication date of the document. This is a date/time field, with values for a month range and year. The field should display in long date format : Mmmm-Mmmm, YYYY. (e.g. May/June 1996)
- Body Of Text Field - This field contains the contents of the entire Document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : By Year**

This is a collection of all Direct Loan Newsletter documents organized by year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Date (Year)	Volume / Number	Date
- descending, collapsed	- descending by "Number" (all documents within a given year will have the same volume number.	

1.13 Direct Loan Pamphlets Database Forms and Views

**Form Name : Direct Loan Pamphlet**

In addition to any common form field definitions, the Direct Loan Pamphlet form is comprised of the following fields:

- Publication Title - This field contains the title of the document. This is a text field. The user populates this field upon document creation.
- Publication Date {date and month optional} This field contains the document publication date. This is a date and time field which the user will populate. Upon editing, the field will accept values of the medium date format (e.g., 01/27/1994). Upon viewing, this field will display as a calendar date in long format (e.g., January 27, 1994).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : By Title**

This is a collection of all Direct Loan Pamphlet documents arranged by the Publication Title. The view should display as follows :

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Publication Title	Publication Date (Year)	Section
- ascending alpha, collapsed	descending, collapsed	(if available)

1.14 Direct Loan School Guide Database Forms and Views

**Form Name : Direct Loan School Guide**

In addition to any common form field definitions, the Direct Loan School Guide form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Chapter Order- This field orders the section. Default is 1.
- Chapter Number- This field contains the chapter number to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : (1-n)



- **Chapter Title** - This field contains the chapter number to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : Xxxxxx (e.g., Receiving and Disbursing Funds), as well as multiple appendices (e.g., -- Promissory Note Fraud Letters)
- **Page Numbers** - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- **Body Of Text Field** - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all Direct Loan School Guide documents for a particular award year. The view should display as follows:

Column 1

Chapter

- categorized, descending,

1.15 Direct Loan Technical Reference Database Forms and Views

**Form Name : Direct Loan Technical Reference**

In addition to any common form field definitions, the Direct Loan Technical Reference form is comprised of the following fields:

- **Award Year** - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- **Section Order** - This field orders the section. Default is 1.
- **Section Type** - This field contains the section type to which the document belongs. This is a text field which the user populates upon document creation. Section Type is one of two possible values:

Custom
Combination

- **Section Title** - This field contains the section title to which the document belongs (if applicable). This is a text field which the user populates upon document creation.
- **Body Of Text Field** - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all Direct Loan Technical Reference documents for a particular award year. The view should display as follows:

Column 1

Section Type

- "Custom" above, "Combination" below, collapsed

Column 2

Section Title

- categorized, ascending

1.16 EDE Technical Reference Database Forms and Views

**Form Name : EDE Technical Reference**

In addition to any common form field definitions, the EDE Technical Reference form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: XXXXXX (e.g., Electronic Renewal Process).
- Subsection Order - This field orders the section. Default is 1.
- Subsection - This field contains the subsection title to which the document belongs. This is a text field which the user populates upon document creation.
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all EDE Technical Reference documents for a particular award year. The view should display as follows:

Column 1

Section

- categorized, ascending, collapsed

Column 2

Subsection

- categorized, ascending

1.17 EFC Formula Book Database Forms and Views

**Form Name : EFC Formula Book**

In addition to any common form field definitions, the EFC Formula Book form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Section - This field contains the section title to which the document belongs. This is a text field which the user selects from a list of the following:

	Introduction
	Formula Descriptions
	Worksheets and Tables
Contents	
EFC Formula Book in PDF Format	
	Case Studies

- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all EFC Formula Book documents for a particular award year. The view should display as follows:

Column 1

Section

- categorized, ascending,

1.18 FAFSA Instructions Database Forms and Views

**Form Name : FAFSA Instructions**

In addition to any common form field definitions, the FAFSA Instructions form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Type - This field contains the type of the instructions. This is a text field, with two possible values:

FAFSA Instructions
FAFSA Instructions ( Draft)
Renewal FAFSA Instructions ( Draft)
Drug Worksheets
Renewal FAFSA Instructions

- 
- 
- 

- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1995-1996)**

This is a collection of all FAFSA Instruction documents for a particular award year. The view should display as follows:

Column 1

Type, values "FAFSA Instructions" and "Renewal FAFSA Instructions"

**View Name : FAFSA On The Web Banner Ads**

This is a collection of all FAFSA Banner Ads. The view should display as follows:

Column 1

Type, values "FAFSA Instructions" and "Renewal

## FAFSA Instructions"

## 1.19 Federal Registers Database Forms and Views

**Form Name : Federal Register**

In addition to any common form field definitions, the Counselor's Handbooks form is comprised of the following fields:

- Publication Date - This field contains the document publication date. This is a date/time field which the user populates upon document creation. The field should display in long date format : Mmmm dd, YYYY.
- FR Part - This field contains the federal register part number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (I,II,III - X) (e.g., XII).
- FR Type - This field designates the type of Federal Register document. This is a text field which the user populates from a fixed list of values. Valid values are :

Final
Correction
Notice of Proposed Rulemaking (NPRM)
Notice
Final, Correction
Notice of Proposed Rulemaking (NPRM), Correction
Notice, Correction

- Reg Parts Affected - This field contains the listing of federal regulations affected by this Federal Register document. This is a text field which the user populates from a fixed list of values upon document creation. Valid values are determined by the "citations" available in the Common Elements database. This field references regulations compilations documents and should link to the appropriate document. The link to the "living" or "current" regulation compilations document should be created when the newly created federal register document is saved. The appropriate "living" document is determined by whether the publication date of the edited Federal Register document is greater than or equal to the AS OF date of the regulation compilation and the citations are equal.
- Page Numbers - This field contains the page number(s) of the printed Federal Register on which the information can be found. This is a text field which the user populates upon document creation. Valid field characters are : 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, and "-".
- Effective Date - This field contains the date upon which the Final regulation becomes effective. This is a date/time field which the user populates upon document creation if the FR Type field contains a value of "FINAL". This field is only visible if the FR Type has a value of "FINAL". The field should display in long date format : Mmmm dd, YYYY.
- Comment Due Date - This field contains the date by which customers are invited to comment on NPRM Federal Registers. This is a date/time field which the user populates upon document creation if the FR Type field contains a value of " Notice of Proposed Rule-Making (NPRM)". This field is only visible if the FR Type has a value of " Notice of Proposed Rule-Making (NPRM)". The field should display in long date format : Mmmm dd, YYYY.
- Summary Field - This field contains the summary of the Federal Register document content. This is an editable text field. The user populates this field by entering a stream of text. For the location of this field, reference the form layout for the Announcements database.
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Recently Published Federal Registers)**

This is a collection of all Federal Register documents for a particular publication year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Publication_Date	FR_Type	Summary
- descending	- values = Notice, Notice of Proposed Rulemaking (NPRM), Final (not Correction.)	

**View Name : Specific Publication Year (e.g., 1995)**

This is a collection of all Federal Register documents for a particular publication year. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
Publication_Date	FR_Part (if available)	FR_Type	Summary
- descending	- descending	- values = Notice, Notice of Proposed Rulemaking (NPRM), Final (not Correction.)	

**View Name : Specific Federal Register Type (e.g., Notice)**

This is a collection of all Federal Register documents for a particular FR\_Type. The view initially displays as collapsed. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>	<u>Column 4</u>
Publication_Date (Year)	Publication_Date (Month and Day)	FR_Part (if available)	Summary
- descending, collapsed	- descending		

**View Name : Reg Parts Affected (e.g., 668.22)**

This is a collection of all Federal Register documents arranged by the particular regulation citation to which they refer. The view initially displays as collapsed. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>
Publication_Date (Month and Day) + FR_Part + FR_Type	Reg Parts Affected
- ascending, collapsed	

**1.20 SFA Handbooks Database Forms and Views****Form Name : SFA Handbook**

In addition to any common form field definitions, the SFA Handbook form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Part Order - This field orders the Part. Default is 1.
- Part Title - This field contains the part title to which the document belongs. This is a text field which the user populates upon document creation. The field should support the

format : Xxxxxx (e.g., Receiving and Disbursing Funds), as well as multiple appendices (e.g., -- Student Eligibility)

- Chapter Order- This field orders the section. Default is 1.
- Chapter Number- This field contains the chapter number to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : (1-n)
- Chapter Title - This field contains the chapter title to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : Xxxxxx (e.g., Receiving and Disbursing Funds), as well as multiple appendices (e.g., -- Student Eligibility)
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: Xxxxxx (e.g., Maryland Students Only).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Award Year (e.g., 1994-1995)**

This is a collection of all SFA Handbooks documents for a particular award year. The view should display as follows:

Column 1

Chapter

- categorized, ascending, collapsed

Column 2

Section

- categorized, ascending

## 1.21 FWS Resource Guide Database Forms and Views

**Form Name : FWS Resource Guide**

In addition to any common form field definitions, the FWS Resource Guide form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document (month and year only.) The field should display in long date format : Mmmm, YYYY.
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: Xxxxxx (e.g., Information Resources).
- 
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Publication Date (e.g., July, 1995 )**

This is a collection of all FWS Resource Guide documents for a particular Publication Date. The view should display as follows :

Column 1

Section

- ascending

1.22 NSLDS Quick Reference Guide Database Forms and Views

**Form Name : NSLDS Quick Reference Guide**

In addition to any common form field definitions, the NSLDS Quick Reference Guide form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document (month and year only.) The field should display in long date format : Mmmm, YYYY.
- Section Order - This field orders the section. Default is 1.
- Section - This field contains the section name to which the document belongs. This is a text field which the user populates upon document creation.
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Specific Publication Date**

This is a collection of all NSLDS Quick Reference Guide documents for a particular Publication Date. The view should display as follows:

Column 1

Section

- ascending

1.23 Official Cohort Default Rate Guide Database Forms and Views

**Form Name : Default Rate Guide**

In addition to any common form field definitions, the Default Rate Guide form is comprised of the following fields:

- Cohort Year - This field contains the year of the fiscal year cohort to which the document pertains. The field should display as "FY" {CCYY} "Cohort" (e.g., "FY 1994 Cohort").
- ReportType - Following are the type of Documents:

Cohort Default Rate Guide for Lenders and Guaranty Agenices
Cohort Default Rates for Lenders/Guaranty Agencies
Default Rates for Top 100 Current Holder Lenders
Default Rates for Top 100 Originating Lenders
Draft FFEL/DL Cohort Default Rate Guide
Federal Perkins Loan Program Default Status Report
Myths About Default Management
Official FFEL/DL Cohort Default Rate Guide

- Publication Year - This field contains the publication year of the document. The field should display in long date format: YYYY.
- InfoType - Two types :

For Schools
For Guarantors and Lenders

- Section Order - This field orders the section. Default is 1.

- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: Xxxxxx (e.g., Loss of FFEL Program Eligibility)
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name : Perkins Cohort Default Rate Booklet Form**

This is a collection of Official Cohort Default Rate Guide documents where type is Perkins Cohort Default Rate Booklet. The view should display as follows:

Column 1  
Publication Year + ReportType  
 - categorized, ascending

Column 1  
 Section  
 - categorized, ascending

**View Name : Myths about Default Prevention**

This is a collection of Official Cohort Default Rate Guide documents where type is Myths About Default Management. The view should display as follows:

Column 1  
Publication Year + ReportType  
 - categorized, ascending

Column 1  
 Section  
 - categorized, ascending

**View Name : Specific Publication Date (e.g. 1994)**

This is a collection of Official Cohort Default Rate Guide documents for a particular Publication Date. The view should display as follows:

Column 1  
 Section  
 - categorized, ascending

1.24 Policy Bulletins Database Forms and Views

**Form Name : Policy Bulletin**

In addition to any common form field definitions, the Policy Bulletin form is comprised of the following fields:

- Publication Date - This field contains the document publication date. This is a date and time field which the user will populate.. Upon editing, the field will accept values of the medium date format (e.g., 01/27/1994). Upon viewing, this field will display as a calendar date in long format (e.g., January 27, 1994).
- Author {optional} This field contains the name of the document author. The system user/editor is not the document author. The user populates this field upon document creation.
- Summary Field - This field contains the summary of the document content. This is an editable text field. The user populates this field by entering a stream of text.
- Body Of Text Field - This field contains the contents of the entire document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.



**View Name : By Date**

This is a collection of all Policy Bulletin documents. The view should display as follows:

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Year (from Publication Date)	Month/Day (from Publication Date)	Summary
- descending, collapsed	- descending, collapsed.	

## 1.25 Regulations Compilations Database Forms and Views

**Form Name : Regulations Compilations**

In addition to any common form field definitions, the Regulations Compilations form is comprised of the following fields:

- (i) *Reg Part, Subpart, Section, Subsection, Paragraph, Subparagraph, Division, and Clause Fields cannot be modified once created. The entire document must be deleted and the recreated to change incorrect citations.*
- **As Of Date** - This field contains the "as of" date of the compilation. This is a date/time field which the user populates upon document creation. The field should display in long date format : Mmm dd, YYYY.
  - **Reg Part** This field contains the part number and part title to which the document belongs. This is a text field which the user populates from a fixed list of values upon document creation. Valid values are :

Part 86 -- Drug-Free Schools and Campuses
Part 99 -- Family Education Rights and Privacy
Part 600 -- Institutional Eligibility
Part 602 -- Secretary's Procedures and Criteria for Recognition of Accrediting Agencies
Part 603 -- Secretary's Recognition Procedures for State Agencies
Part 653 -- Paul Douglas Teacher Scholarship
Part 654 -- Robert C. Byrd Scholarship
Part 668 -- Student Assistance General Provisions
Part 673 -- General Provisions for the Federal Campus-Based Programs
Part 674 -- Federal Perkins Loan Program
Part 675 -- Federal Work-Study Program
Part 676 -- Federal Supplemental Educational Grant Program
Part 682 -- Federal Family Educational Loan Program
Part 685 -- William D. Ford Federal Student Loan Program
Part 690 -- Federal Pell Grant Program
Part 691 -- Presidential Access Scholarship Program
Part 692 -- State Student Incentive Grant Program
Part 693 -- National Early Intervention Program

Please note that these values are to be presented in a drop-down list provided by database lookup into the Common Elements Database. The field should be of the format : Part (nn) -- XXXXXX (e.g., Part 78 -- Student Eligibility).

- **Subpart** - This field contains the subpart number and subpart title to which the document belongs. Please note that the document subpart does not affect the document citation. This is a text field which the user populates from a fixed list of values upon document creation. Please note that valid values are to be presented in a drop-down list provided by

database lookup into the Common Elements Database. The field should be of the format : Subpart ([A-Z]) -- Xxxxxx (e.g., Subpart A -- Allocation).

- Section - This field contains the section number and section title to which the document belongs. This is a text field which the user populates from a fixed list of values upon document creation. Please note that valid values are to be presented in a drop-down list provided by database lookup into the Common Elements Database. The field should be of the format : (nnn) -- Xxxxxx (e.g., 16 -- Exceptions).
- Subsection - This field contains the subsection letter and subsection title to which the document belongs within a given section. This is a text field which the user populates upon document creation. The field should be of the format : ([a-z]) -- Xxxxxx (e.g., a -- Submission).
- Paragraph - This field contains the paragraph number to which the document belongs in a given subsection. This is a text field which the user populates upon document creation. The field should be of the format : (n) (e.g., 22).
- Subparagraph - This field contains the subparagraph number to which the document belongs in a given paragraph. This is a text field which the user populates upon document creation. The field should be of the format : ([i-xxx]) (e.g., i, x) (lowercase roman numerals).
- Division - This field contains the division letter to which the document belongs in a given subparagraph. This is a text field which the user populates upon document creation. The field should be of the format : ([A-Z]) (e.g., D, M) (uppercase letters)
- Clause - This field contains the clause to which the document belongs in a given division. This is a text field which the user populates upon document creation. The field should be of the format : (*I*) (e.g., 2, 32). (italicized numbers).
- Federal Register Update Flag - This yes/no field indicates whether a Federal Register document exists as an update to this particular document citation. The default is "No". The field value is changed to "Yes" after the application is able to determine whether a relevant Federal Register document exists. Valid Federal Register documents must possess a citation in the Reg Parts Affected field which matches the citation of the Regulation Compilation document and possess a Publication Date greater than or equal to the As Of date of the regulation compilation document. This field is not editable by users only by the application.
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.
- Update FedReg Documents - This field contains the unique document ID's of the Federal Register document(s) which update the Regulation Compilations document. This is a hidden field which only the application will utilize to develop views and establish references for linking.

**View Name : Specific Reg Part (e.g., Part 86)**

This is a collection of all Regulation Compilation documents for a particular Reg Part. The view should display as follows:

<u>Column 1</u>	<u>Column 3</u>
Section	As Of Date
- collapsed, ascending	

**View Name : Specific As Of Date (e.g., Jan 1, 1995 )**

This is a collection of all Regulation Compilation documents for a particular As Of Date. The view should display as follows :

<u>Column 1</u>	<u>Column 2</u>	<u>Column 3</u>
Reg Part (Number and Title)	Subpart (if available)	Section (Number and Title)
- ascending, collapsed	- ascending, collapsed	- ascending

## 1.26 SARs and ISIRs Database Forms and Views

**Form Name : SARs and ISIRs**

In addition to any common form field definitions, the SARs and ISIRs form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: XXXXXX (e.g., -- Information Summaries on SARs and ISIRs))
- Subsection - This field contains the subsection title to which the document belongs. This is a text field which the user populates upon document creation.
- Draft - This field specifies whether a document is a final or draft version of the document. This field has two values:

Draft
Final

- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name: SAR/ISIR Guide; Specific Award Year (e.g. 1996-97)**

This is a collection of SARs and ISIRs documents for a particular Award Year *excluding any, where Draft=Yes*. The view should display as follows:

Column 1

Section

- categorized, ascending, collapsed

Column 2

Subsection

- ascending

**View Name: SAR/ISIR Comment Text; Specific Award Year (e.g. 1995-96)**

This is a collection of SARs and ISIRs documents for a particular Award Year *for a particular section (e.g. for 1996-97, Appendix C, for 1997-98, Appendix D)* The view should display as follows:

Column 1

Draft

- "Final" above "Draft"

## 1.27 SSCR User's Guide

**Form Name : SSCR User's Guide**

In addition to any common form field definitions, the SSCR User's Guide form is comprised of the following fields:

- Publication Date - This field contains the publication date of the document (month and year only.) The field should display in long date format : Mmmm, YYYY.
- Chapter Order- This field orders the section. Default is 1.
- Chapter Number- This field contains the chapter number to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : (1-n)
- Chapter Title - This field contains the chapter title to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : Xxxxxx (e.g., Receiving and Disbursing Funds), as well as multiple appendices (e.g., -- Preparing for the SSCR Process)
- Section Order - This field orders the section. Default is 1.
- Section Number - This field contains the section number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- Section Title - This field contains the section title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: Xxxxxx (e.g., Implementing SSCR: A Team Approach)
- Body Of Text Field - This field contains the contents of the entire document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name: Specific Publication Date**

This is a collection of SSCR User's Guide documents for a particular Publication Date. The view should display as follows:

Column 1

Chapter

- categorized, ascending, collapsed

Column 2

Section

## 1.28 Training Guide Database Forms and Views

**Form Name : Training Guide**

In addition to any common form field definitions, the Training Guide form is comprised of the following fields:

- Award Year - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- Type - This field contains the type of the training guide. This is a text field, with (currently) four possible values:

Title IV Training Trainee Guide
Precertification Training Guide
Basic Training Materials (Precert/New FAA) Training Guide
Fiscal Officer Training Guide

- Session - This field contains the session number and session title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format : (1-n) -- Xxxxxx (e.g., 2 -- Preparing for the SSCR Process). Values also include "Additional Resources"
- Session Order - This field orders the section. Choices are:

1
2
3
4
5

6
7
8
9
10(a)
10(b/c)
11
12
13(a)
13(b)
14

- **Session Number** - This field contains the session number to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: (1-n) .
- **Session Title** - This field contains the session title to which the document belongs. This is a text field which the user populates upon document creation. The field should be of the format: XXXXXX (e.g., Implementing SSCR: A Team Approach)
- **Body Of Text Field** - This field contains the contents of the entire document. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name: Specific Type (e.g. Precertification Training Guide)**

This is a collection of Training Guide documents for a particular Type. The view should display as follows:

**Column 1**

Award Year

- descending, collapsed

**Column 2**

Session

- ascending

**1.29 Verification Guide Database Forms and Views****Form Name : Verification Guide**

In addition to any common form field definitions, the Verification Guide form is comprised of the following fields:

- **Award Year** - This field contains the valid award year which pertains to the document. This is a text field which the user populates upon document creation. The field should be of the format: CCYY - CCYY (e.g., 1994 - 1995).
- **Chapter Order**- This field orders the section. Default is 1.
- **Chapter Number**- This field contains the chapter number to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : (1-n)

- Chapter Title - This field contains the chapter title to which the document belongs. This is a text field which the user populates upon document creation. The field should support the format : Xxxxxx (e.g., Receiving and Disbursing Funds), as well as multiple appendices (e.g., -- Preparing for the SSCR Process)
- Section - This field contains the section name to which the document belongs. This is a text field which the user populates upon document creation.
- Page Numbers - This field contains the page number(s) of the document from the printed text. This is a text field which the user populates upon document creation. The field should be all numeric with the inclusion of the following characters: , - (e.g., 2,3 or 2-5).
- Body Of Text Field - This field contains the contents of the document body. This is an editable rich text field capable of supporting attachments and embedded formatted documents. The user populates this field upon document creation.

**View Name: Specific Award Year (e.g. 1996-97)**

This is a collection of Verification Guide documents for a particular Award Year. The view should display as follows:

Column 1

Chapter

- categorized, ascending, collapsed

Column 2

Section

- ascending